

**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
October 9, 2014**



CONVENE:

Board Vice President Ed Pearson called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on October 9, 2014 at 7:05 p.m.

IN ATTENDANCE:

Trustees Present

Ed Pearson, Vice President
Constance Lue, Secretary
Andy Lippman, Trustee
Ann Penn, Trustee

Also Present

Steve Fjeldsted, City Librarian
Patty Lyons, Friends Hospitality Co-Chair
Dan Gross, L.A. Clarinet Choir, Secretary
Sean Faye, Library Administrative Secretary

EXCUSED: Brendan Durrett, President
Richard D. Schneider, MD, Councilmember

MINUTES: The minutes of the regular meeting of September 11, 2014 were reviewed – **MSC: Ann Penn/Andy Lippman – all approved**

[Constance Lue arrived to the Board of Trustees meeting at 7:06 p.m.]

PUBLIC COMMENTS:

ACTION ITEMS:

1. **Request by L.A. Clarinet Choir to fundraise at their free concert in the Community Room on November 15, 2014** – Steve Fjeldsted informed the Board that the L.A. Clarinet Choir has performed four times in the Community Room, with three of those occasions during the Eclectic Music Festival. Due to space restrictions the L.A. Clarinet Choir did not take part in last year's Eclectic Music Festival, so Steve offered them an opportunity to perform in the Community Room at no charge on November 15, 2014. Steve said they would like to raise funds for their organization during that concert and then introduced Don Gross of the L.A. Clarinet Choir to formally make that request.

Don Gross thanked the Board for the chance to speak and gave a brief history of his organization. There are currently 16 members, as there are many variations of clarinet, and that they are celebrating their tenth anniversary. There is no remuneration for their members and they would like permission to sell CDs and place donation envelopes in their programs. This concert would take place during open hours for the Library and would provide an additional slice of culture for the Library's patrons. Steve said that he considers the L.A. Clarinet Choir to be a great partner to the Library and would love to promote the event, regardless of the Board's decision on fundraising.

MOTION: Andy Lippman moved to allow the L.A. Clarinet Choir to fundraise during their free concert in the Community Room on November 15, 2014. **MSC: Andy Lippman/Constance Lue – all approved.**

[Don Gross left the Board of Trustees meeting at 7:16 p.m.]

Constance Lue made a request for a list of organizations that have been approved to fundraise and white wine requests to serve as a consistent compass from now on. Steve said the Community Room guidelines stipulate that fundraising is generally not allowed unless approved by the Board of Trustees. Ann Penn said that since so much time has been spent in recent meetings discussing the Community Room policies that they should be carefully reviewed. She suggested calling a special Board of Trustees meeting or an Executive Committee meeting to bring it up for a vote at the next regularly scheduled Board of Trustees meeting. Ed Pearson agreed to give thought to this and asked for copies of the current Community Room application to be distributed at the next Board of Trustees meeting.

2. **Proposal to Approve LBT Policy Delegating Authority to the City Manager or City Librarian to Temporarily Close the Library to the Public Due to Power Outages or Other Emergencies** – Steve said that at this time neither he nor the City Manager have the authority to close the Library in the event of an emergency. Ed Pearson added that the Board nearly had to have an emergency Board of Trustees meeting last summer due to an unplanned power outage and expressed gratitude that this policy had been offered. Steve said this change in policy would also apply when Southern California Edison gives very short notice for planned power outages. Ed added that in cases where there was at least a month's notice in advance that it could be an Agenda Item for the Trustees, but with short notice he didn't think it was worthwhile to call emergency meetings for something that could be decided on so quickly. Ann Penn agreed that the City Librarian and City Manager should have the authority to close the Library in case of an emergency, such as a power outage or flooding.

MOTION: Ann Penn moved to adopt the draft policy as written. MSC: Ann Penn/Constance Lue – all approved.

3. **Measure L Library Special Tax Campaign Committee** – Ed Pearson reviewed the Measure L timeline Brendan Durrett had put together and determined that the committee must be appointed no later than April 2015. Ann Penn said that the Board needs to continue to brainstorm names of people to serve on the committee and that they should try to have a good list by the beginning of 2015 to know who will be involved. Ed said this item should continue to be on the Agenda so time could be devoted at Trustees meetings to continue to add names. Steve said he sent a request to SPEF but hasn't received a response yet. Constance Lue asked for a list to be made of those who have been contacted to join. Ed agreed that there should be a list of those identified as potential members and organizations who have been contacted and what their responses were. Steve said that Brendan may have a list of the members from the last Library Measure L committee and said that he would look into this further.

This will be an Agenda Item for the 11/13/14 Board of Trustees meeting.

4. **Request for Approval of Draft Library Board of Trustees Annual Report** – Ed Pearson said the Annual Report isn't prepared yet and asked for Steve to request an extension from the City. Ed said it would be ready and presented at the next Board of Trustees meeting on 11/13/14 and then it can go before the City Council. Ed said that Steve should ask for the extension to coincide with the second City Council meeting in November and Steve said he would consult Chief Deputy City Clerk Yvette Hall about obtaining an extension.
5. **Approval of Draft Community Room Policy to Require LBT Approval and at least 4 weeks' notice for white wine consumption at events** – Steve presented the Board with the draft of the

revised Community Room Policy that now stipulates white wine requests need to be approved by the Board of Trustees rather than the City Librarian. Steve reminded the Board that Dr. Schneider had emphasized at a previous meeting that this responsibility should belong to the Board of Trustees. Ed Pearson said that the added stipulation of requiring four weeks' notice was necessary in order for the Board to properly review each request at regularly scheduled Board of Trustees meetings. Requests made with less than 4 weeks' notice would not be considered.

MOTION: Ann Penn moved to approve the additional change to the Community Room checklist of the South Pasadena Public Library stating that white wine may only be served with prior written consent of the Board of Trustees with 4 weeks' notice. MSC: Ann Penn/Constance Lue – all approved.

Out of concern for legal liability Andy Lippman requested to discuss the matter further, stressing that all cups of alcohol must be policed by the group responsible for that particular event. Ann said this is included in the Community Room checklist. Steve agreed that the party acknowledges responsibility for such requests. In addition we have a custodian that comes each night that throws away all trash.

6. **Friends Restoration Concert Committee Request to Serve White Wine** - Steve said that the Restoration Concert Committee had submitted a request to serve white wine at their events for the 2014/15 and 2015/16 seasons. Steve added that the Restoration Concert Committee doesn't complete Community Room applications and that this is a policy that was in place before he was appointed City Librarian. Ann Penn said that it is only fair that all parties be treated equally and that the Library would be better protected if the Restoration Concert Committee completed applications for each time they wish to use the Community Room. Steve opined that groups such as the Restoration Concert Committee or the Friends of the South Pasadena Public Library shouldn't be held to the same standards as other community groups as they share an inextricable partnership with the Library. Steve offered to draft an exemption policy for the Friends and present it at the next Board of Trustees meeting. Ed Pearson asked for this to be an Agenda Item for next month. Ann Penn said she would like to review the Community Room rules, regulations, and checklist to make sure that all parties are in sync, but said that a special arrangement could be made for groups such as the Friends.

Steve added that a request had come from Kristen Dube, Friends Board Secretary, to serve white wine for the Friends Holiday Book Sale Preview Night on Friday, November 21, 2014. This request had come in too late to be added to the agenda, but Steve had discussed it over the phone with Brendan and determined that it could be addressed under the Restoration Concert Committee's request.

MOTION: Constance Lue moved to approve both the Restoration Concert Series and the Friends of the South Pasadena Public Library's request to serve white wine at their events. MSC: Constance Lue/Andy Lippman – all approved.

7. **Request to approve discard of two framed items and provide them to the Friends for fundraising** – Steve said that both of these items: an engraver's proof of a "Family Circus" comic from 1984 and a painting titled "Neutral Bay to Kirribilli – Sydney, Australia," were left in the City Librarian's closet from before he began working here. Neither of these items has any connection to South Pasadena, nor are they listed on any City inventory. Steve would like to donate these items to the Friends for a special sale or auction.

MOTION: Andy Lippman moved to donate these items to the Friends for fundraising purposes. MSC: Andy Lippman/Ann Penn – all approved.

8. **Request by Library Staff to wear costumes to work on Halloween** – Steve said that the Library Staff has asked for permission to dress in costume as characters from literature for Halloween. The City Manager is not allowing other City employees to dress in costumes for Halloween, but left the decision for the Library to the City Librarian. Steve brought the request from his staff to the Board. Ann Penn thought this would be very appropriate since most characters come from books and movies and television. Andy Lippman agreed and thought it would make the day more special for children who may also be in costume that day. He continued that it would also be good for staff morale.

MOTION: Constance Lue moved to allow Library Staff to wear costumes to work on Halloween. MSC: Constance Lue/Ann Penn – all approved.

[Andy Lippman left the Board of Trustees meeting at 8:03 p.m.]

DISCUSSION ITEMS:

1. **“War Comes Home” City Wide Reading Project** – Steve said the “War Comes Home” City-Wide Reading was initiated with the 9/11 Remembrance Ceremony in the Community Room that was attended by the City Manager, Mayor Khubesian, and keynote speaker Bruce Solheim. Music was provided by two local musicians and copies of Karl Marlantes’ “What It Is Like to Go to War” were made available to the public for check-out. Steve sent a grant application to Poets and Writers for the evening of Veteran’s Day with Stan the Sham. The Library will be closed that day but Steve will come in at night to set up for the event. There will be outreach to Veterans’ groups.
2. **Living History Centre Grant to Friends for “Rebel With a Cause”** – Steve received a \$600 grant from the Living History Centre for a one-man show about Sal Mineo that will be performed by South Pasadena actor Dean Ghaffari.
3. **Library Parking in School District Lot** – Brendan and Steve wrote a letter that was delivered to a town hall meeting at the School District office with a request that the Library’s needs be included in discussions about developing the SPUSD parking lot. Public spoken comments were not accepted, but written comments were. This letter was also sent to the *South Pasadena Review* and the *Los Angeles Register*. Steve expressed disappointment that it was not carried in the *South Pasadena Review* but said that he could ask Bill Glazier to run the letter. Ed Pearson asked for the letter to be brought to the next Trustees meeting so the Board can endorse it for publication.
4. **California Library Association Annual Conference in Oakland on November 7-10, 2014** – Steve said he will not be attending this year’s CLA conference in Oakland as there will be a feature film screening of the “The Earthquake Series” in the Community Room on 11/7/14 as part of the Baseball Reliquary. Steve said he will attend next year’s conference when it will be held in Southern California.
5. **Cultural Heritage Commission approval to paint exterior of Library the same colors** – Steve contacted the Cultural Heritage Commission and informed them of the funding to paint the exterior of the Library the same colors. Vice President James McClain, who was the architect for the ADA

ramp project, gave his confirmation. Public Works will send this project out to bid in the near future.

6. **City FY 2014/15 Budget Book** – Steve said in past years the City would issue a budget book for the public to access at the Reference Desk and for staff to use Administrative Office, but for the last two years it has just been an electronic file. One of the recommendations to come from the City's recent audit was to resume the issuing of budget books, with messages from the Mayor and City Manager. Steve said these books will be received soon.
7. **Library Special Tax Auditor's Report** – Steve said that this week we received the Auditor's Role from the Library's consultant Community Economic Solutions, which lists the properties and taxes being collected for Measure L.

CORRESPONDENCE AND COMMUNICATIONS:

REPORTS:

Board Vice President: Ed Pearson commented that he saw in the *South Pasadena Review* that the City Librarian's job title has been adjusted to Director of Library Arts and Culture. Steve said the Glendale City Librarian's job title had been modified to that as well and added that it's meant to reflect the Library's accomplishments. Ed congratulated Steve on his new title.

Ed asked Steve for the current status of the Library Operations Study. Steve replied that it is on hold for now as the consultant, Joan Frye Williams, is having serious issues in her personal life and cancelled her presentation to the Friends that was scheduled for 11/16/14.

Ed suggested that the text of the Municipal Code section of Measure L regarding term renewals should be revised to include the baseline starting point listed so that there's consensus on the meaning of the maintenance of effort provision. Steve agreed that the language in the Municipal Code is vague and proposed for the Board of Trustees to ask for this on the ballot for Measure L to be passed for 5-7 years. Steve continued that the economy was slumping the last time Measure L passed and that there has been no CPI factor or other increase since 1999. While the Library budget has increased, the Measure L tax has remained the same.

Trustee: None to report.

City Council Liaison: None to report

Friends Representative: None to report.

Trustee Liaison to Friends: None to report.

Representative to Community Center Ad Hoc Report: Ann reported that Ad Hoc Senior Center Committee will have an Open House in the Senior Center on 10/18/14 to seek public input on the plans and drawings created for the locations suggested by the consultants. Ann said that the size of each proposed location is different, but the goal would be to have a public meeting room, classrooms, an art facility, an exercise facility for dance and yoga, and an area for children. Ann spoke with Councilmember Cacciotti who said there is some money put aside for this project, so she is optimistic.

City Librarian:

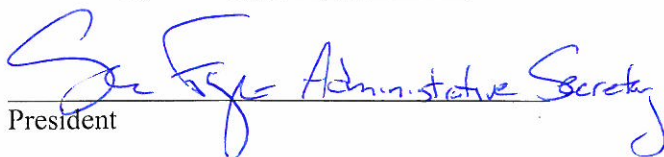
- Steve and others were inspired by Dr. Matt Ritter's walking tour of the trees surrounding the Library and wrote a letter to South Pasadena Beautiful to request a partnership for a project to add descriptive plates that identify the various species of trees. Lela Bissner, President of South Pasadena Beautiful liked this idea and Steve will collect more information.
- Steve said the Library received a donation of 1,500 jazz CDs from Mark Hatch. 1,000 of these CDs will be added to the Library's collection and about 500 will go to the Friends for their special CD sale.
- Steve reported that Dr. Schneider received a plaque from the City. A *Sunset Magazine* poll has selected South Pasadena as one of the best places to live in the West. This has been placed near the Friends' Bookstore.
- Congresswoman Judy Chu gave a special certificate of recognition for the Library's 9/11 Remembrance ceremony and it has been placed near the Friends' Bookstore.
- The Library received a lot of praise from the public for the Gene Clark Event on 9/18/14. There were 300 people in the audience.
- 100 people attended the Mark "Pocket" Goldberg Trio concert in the Library Park on 9/25/14.
- On 10/16/14 there will be an Author/Music Night event with 60s/70s songwriter P.F. Sloan. It will be on the cover of the *Pasadena Weekly* next week.
- On 10/23/14 Arthur Dong will present an Author Night about Chinese-American nightclubs from 1936-1970. He has set up the display case downstairs and the Library and the Friends will partner with the Chinese-American Club for this event.
- Steve said that Unique Management Services has plugged a very big leak as they have assisted the Library in retrieving lost materials and overdue funds. Ed said this would work to the Library's advantage as it will be reported as generated revenue.

NEXT MEETING: The next regular meeting for the Library Board of Trustees will be on 11/13/14 in the Ray Bradbury Conference Room in the Library at 7 p.m. Sean Faye announced he will not be present for that meeting.

ADJOURNMENT: The regular meeting of October 9, 2014 was adjourned at 8:35 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.



President